Activity areas for lab contact persons
Decided by the Head of the Department 20-12-23

The lab contact persons:

- Are suggested by their respective Supervisor and decided the Head of Department to be the contact person of the lab.

- Should introduce new co-workers to routines (agreed upon by the supervisor and group) in the lab and go through lab safety emergency exits & fire extinguishers.

- Should take the lead in organizing the yearly Department cleaning or lab cleanings as decided by the supervisor; determine what needs to be cleaned, divide the tasks, make sure that everyone is participating and that everything gets done.

- Should together with the supervisor allocate time to check that proper order in the lab is maintained and keeping the safety rules.

- Should initiate discussions in order to find a solution if any procedures need to be changed or any problems with the lab work that arise.

- Should notify the supervisor if there are any problems that can’t be solved by the co-workers themselves.

Remember that it is everyone’s responsibility to remind each other about the procedures.